



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
**UNITED STATES ARMY GARRISON SCHWEINFURT**  
**CMR 457**  
**APO AE 09033**

IMEU-SWF-ZA

20 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #2-7, Children and Pets in the Workplace

1. Purpose: To establish policy and guidelines concerning children and pets in the workplace.

2. Applicability: This policy applies to all military and civilian members of the USAG Schweinfurt.

3. Policy:

a. Employees bringing children (their own or others) and/or pets to the office is not conducive to employee performance or safety. It is also not conducive to the safety of the children or pets.

b. Employees should take annual leave, sick leave, or leave without pay (LWOP) if they need to care for children or pets.

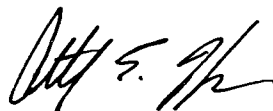
c. An employee may bring their child to work in an unusual or emergency situation requiring an exception to this policy. In addition, it is acceptable to bring children to work on Command approved days such as "Bring Your Daughter/Son to Work Day".

d. It is never appropriate to bring children into any type of hostile environment or situation where risk of injury is increased, for example, a firing range, motor pool, etc.

e. Directors will approve exceptions on an individual basis.

4. POC for this policy is the USAG Schweinfurt Directorate of Human Resources S-1 at 354-1550/1770.

"Pride, Professionalism, Teamwork"

  
ANTHONY E. HAAGER  
LTC, QM  
Commanding

DISTRIBUTION:  
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This Policy supersedes Policy Memorandum #2-7, dated 14 Sep 04, and remains in effect until superseded or rescinded.



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20 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #2-8, After Duty Hours Employment (Moonlighting)

1. Applicability: This policy applies to all members of the USAG Schweinfurt.

2. General:

a. After duty hours employment is a privilege. This privilege is earned through satisfactory performance of assigned duties and demonstrated abilities to hold dual and sometimes, competing employment.

b. After duty hours employment must not interfere with one's ability to meet service obligations. Government service employment (military or civilian) has priority due to its effect on the readiness and security of the U.S. Army in Europe.

3. Policy:

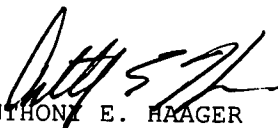
a. Submit requests for employment outside of normal assigned duties in writing to your supervisor.

b. The supervisor will endorse the request recommending approval or disapproval.

c. Forward the request and supervisor's endorsement to the HHD Commander for military personnel, or the section's Director for civilian personnel, for final approval/disapproval.

4. POC for this policy is the USAG Schweinfurt Directorate of Human Resources at 354-1550/1770.

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20 July 2006

MEMORANDUM FOR SEE DISTRUBITION

SUBJECT: Policy Memorandum #2-9, Organizational Clothing and Individual Equipment (OCIE) Pick-up Procedures

1. REFERENCES:

- a. AE Reg. 612-1, Central In and Out-processing, 9 Mar 95
- b. AE Command Policy Letter #13, 4 May 03

2. PURPOSE: To ensure Soldiers fully in-process, are ready to integrate and be fully functional in their new units and to avoid any unnecessary delays in the individual's in-processing schedule.

3. POLICY: The Central Processing Facility (CPF) policy for OCIE issue is:

- a. On in-processing day 2, Soldiers will receive an appointment by the CPF to pick-up their OCIE. OCIE pick-up is on the 12<sup>th</sup> day of the In-Processing Phase (see AE Reg. 612-1).


- b. In the event of a missed appointment by any Soldier, the CPF Manager will contact the Soldier's chain of command. This includes Rear Detachment Commanders and/or ISGs.

- c. The CPF Manager will reschedule the Soldier for a second OCIE appointment. By passing this information to the unit, the Soldier's unit is responsible for making sure the Soldier gets the information so he/she does not miss the appointment a second time.

- d. If the Soldier fails to pick-up OCIE the second time, and is a "no-show" on the OCIE roster, it is the unit's responsibility to reschedule OCIE pick-up. This will consist of having the Soldier come to the CPF regardless of rank with their supervisor. At this time the CPF will give a third and final OCIE issue appointment.

4. Point of contact is the CPF Manager, 354-6922.

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Commanding

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~~This Policy Memorandum supersedes Policy Memorandum #2-9, dated 23 OCT 04, and remains in effect until superseded or rescinded.~~